



City of Allentown
Department of Parks & Recreation
3000 Parkway Blvd, Allentown PA 18104
Band Trailer Reservation Request

Place:			
Exact Location of Set-up:			
Set-up needed before (time)	Time (Actual Start of Event)	Time (End of Event)	Tear-down after (time)
Date Needed:			

Name of Applicant:					
Address:					
City:		State:	PA	Zip Code:	
Telephone:	Business		Residence		
E-mail Address:					

Name of Responsible Party:					
Address:					
City:		State:		Zip Code:	
Telephone:	Business		Residence		
E-mail Address:					

Event Title:				
Number of People on Trailer:		Purpose:		
Remarks:				

Insurance Information (Note: \$1,000,000 Minimum - The City of Allentown MUST be named as additional insured)

Public Liability Co.:		Property Liability Co.:	
Certificate of Insurance must be provided by the Applicant within ten (10) days of the scheduled use or the delivery of the trailer, whichever first occurs. Renter shall provide City with Certificate of Insurance showing that the required coverages are in effect and name the City as an Additional Insured and Loss Payee.			

Signature of Applicant:		Date	
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The Bureau of Parks reserves the right to:

1. Schedule City-sponsored events for first priority
2. Cancel dates/events due to inclement weather
- Refuse to place trailer where safety hazards exist

- For Office Use Only -

Total Rental Fee: \$640.00 (\$100.00 deposit due with application)

Approved by:

Date: